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Security Information

9 April 1953

PERSONNEL DIRECTOR MEMORANDUM NO. 23-53

SUBJECT: Basic Intelligence Training

REFERENCE: Regulation No. [redacted] Intelligence Training, dated 13 March 1953
Agency Notice [redacted] Basic Intelligence Training

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1. The following procedures are established to implement Paragraph 4c, referenced regulation, which defines the responsibilities of the Personnel Office for identifying professional positions and scheduling professional level employees to basic intelligence courses during the entrance on duty process.

2. Professional Employees.

a. Professional positions shall mean all staff employee positions in Grade GS-7 and above, non-clerical positions in Grades GS-5 and GS-6, and the following military personnel: officers, enlisted personnel grades 7 and 6, and lower grades in the intelligence career field.

b. The Personnel Divisions (Overt, Covert and Military) will identify on the position inventories all non-exempted professional positions (as defined) in order to facilitate the scheduling of new employees to the basic intelligence courses.

3. Exemptions.

Exemptions from attendance at basic intelligence courses involving positions or individuals must be authorized by the Director of Training, or in the case of appeal, by the Deputy Director concerned.

a. Individual exemptions.

(1) Operating Offices will advise on the appointment request (Item 21, SF-52) whether an exemption from BIC training has been requested or granted.

(2) The Transactions and Records Branches (Overt or Covert) and the Military Personnel Division will appropriately flag the appointment pending receipt of a decision by the Office of Training or the Deputy Director concerned before scheduling training.

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b. Blanket exemptions.

(1) Notice of blanket exemptions for indicated positions will be transmitted to the Personnel Office by the Office of Training.

(2) In such cases the respective position inventory files will not carry flags for the exempted positions.

4. Security Clearance.

Full clearance is required for attendance at courses.

5. EOD Processing and Training Scheduling.

The following procedures will be followed in order to register non-exempted personnel appointed to non-exempted professional positions in the appropriate basic intelligence course at the time they enter on duty.

a. Type of Training.

The Transactions and Records Branches (Overt or Covert) or the Military Personnel Division, as appropriate, will indicate in Item No. 21 (Remarks) of appointment requests (SF-52) for non-exempted professional positions the type of basic intelligence training course to which the appointee should be scheduled, i.e.:

BIC(CS) - for DD/P personnel.
BIC(I) - for DD/I and DCI personnel.
BIC(SUP) - for DD/A and Comms personnel.

(Note: for OTR personnel - take appropriate remark from SF-52)

b. Notification of Personnel Action.

One of the following remarks, as appropriate, will be typed in Item No. 21, (Remarks), Notification of Personnel Action (SF-50 or SF-52, as appropriate) on appointments to non-exempted professional positions:

BIC(CS) is required
BIC(I) is required
BIC(SUP) is required

c. Advance Notice to Registrar, Office of Training.

The Transactions and Records Branch (Overt or Covert) or the Military Personnel Division, as appropriate, will transmit a roster (in triplicate) each week to the Office of Training, listing applicants

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for non-exempted professional positions from whom information has been received indicating an EOD date. The roster will be prepared and transmitted to the Registrar, OTR, each Friday and will include information for the week as of the close of business Thursday. The following data will be indicated on the roster: name, grade, position title, organization (Office, Division, Branch), type of clearance, and date of anticipated EOD.

d. EOD Notice.

(1) One additional copy of the entrance on duty notice (Form 37-114) will be prepared and distributed to the Registrar, Office of Training, for those individuals requiring BIC training.

(2) The following remark, as appropriate, will be entered in Item No. 10 (Remarks) of Form 37-114:

BIC(CS) {date of course} or {Pending Full Clearance}
BIC(I) {date of course} or {Pending Full Clearance}
BIC(SUP) {date of course} or {Pending Full Clearance}

(3) The individual will be notified verbally of the training requirement and beginning date of the course, by the appropriate appointment clerk.

e. Follow-up on Clearances.

In those cases when the individual has entered on duty with less than full clearance an amended Entrance on Duty Form (37-114) will be prepared and distributed to the gaining office and the Office of Training at the time full clearance is received by the appropriate Transactions and Records Branch or Military Personnel Division. The following remarks will be entered in Item No. 10, Form 37-114:

Amended EOD Notice.
BIC(CS, I, or SUP) is scheduled (date of next appropriate course).

f. Scheduling.

(1) The Office of Training will provide the Transactions and Records Branches (O) and (C) and the Military Personnel Division with course schedules for approximately six months in advance. Courses will begin on Mondays. Individuals entering on duty prior to close of business on Tuesday preceding BIC courses beginning on Monday of the following week will be scheduled for those course sessions. Individuals entering on duty after close of business Tuesday preceding BIC courses beginning Monday the following week will be scheduled for the next course. In cases when an individual designated for BIC

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training does not enter on duty Monday or Tuesday preceding the opening date of a course, and there will be a time lag between the EOD processing and basic intelligence training, he will report to the gaining office for duty pending the beginning date of the next course.

(2) Entrance on Duty Notices initiated during the week preceding beginning dates of BIC courses will be hand-carried to the Registrar, Office of Training by the appropriate Transactions and Records Branch or the Military Personnel Division.

(3) All non-exempted professional personnel, regardless of type of clearance, entering on duty will be scheduled by the Transactions and Records Branch (Overt or Covert, as appropriate) or the Military Personnel Division, to report for testing at 9:00 a.m., Friday, following their EOD. They will be directed to report to Room 106 - R and S Building.

(4) Hereafter, all staff employees and military personnel reporting for duty will be scheduled for the Indoctrination Program in Central Building Auditorium on Thursday, following their EOD.

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GEORGE E. MELDON
Personnel Director

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